GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Union Public Service Commission-Conduct of Civil Service (Preliminary) Examination, 2024 on Sunday 16th June, 2024 - Nomination of Senior Officers to serve as Examination observers – Orders- Issued.

GENERAL ADMNISTRATION (SC.II) DEPARTMENT

G.O.Rt.No.1002. Dated:30.05.2024
Read:

From the Secretary, Union Public Service Commission, New Delhi,
D.O.No.29/11(2)/2024-ELA-1,Dated:16.05.2024.

ORDER.

In the reference read above, it has been informed that the Union Public Service Commission will be conducting the Civil Services (Preliminary) Examination, on Sunday, 16th June-2024 at 2,481 Venues of 80 Centers across the country. In Andhra Pradesh, the examination will be held in Anantapuramu, Tirupati, Vijayawada and Visakhapatnam Centers. It has been requested to nominate the senior officers (Senior Administrative Grade level) to serve as Examination Observers for the said Examination.

2. The following officers are nominated as Examination observers for the Civil Services (Preliminary) Examination, 2024, being conducted by the Union Public Service Commission on Sunday,16th June-2024.

Sl.No.	Name of the Centre	Name and designation of the officer nominated as Examination observer
1	Visakhapatnam	(i) Sri. Anand.O, Joint Commissioner (CT), Visakhapatnam. (ii) Sri. K.S.Viswanathan, Additional Commissioner, Greater Visakhapatnam Municipal Corporation, Visakhapatnam.
2	Vijayawada	(i) Sri P.Sampath Kumar, Joint Collector & Additional District Magistrate, NTR District. (ii) Sri.Swapnil Dinakar Pundkar, Municipal Commissioner, Municipal Corporation, Vijayawada.
3	Anantapuramu	Sri. Ketan Garg, Joint Collector & Additional District Magistrate, Anantapuramu District.
4	Tirupati	Sri. Dhyana Chandra.HM, Joint Collector & Additional District Magistrate, Tirupati District.

(PTO)

3. A copy of the duties and responsibilities of the Examination observers furnished by the Union Public Service Commission is enclosed.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr.K.S.JAWAHAR REDDY
CHIEF SECRETARY TO GOVERNMENT

To
Sri Anand.O, Joint Commissioner (CT), Visakhapatnam.
Sri K.S.Viswanathan, Additional Commissioner, Greater Visakhapatnam Municipal Corporation.
Sri P.Sampath Kumar, Joint Collector & Additional District Magistrate, NTR District, Vijayawada.
Sri Swapnil Dinakar Pundkar, Municipal Commissioner, Municipal Corporation, Vijayawada.
Sri Ketan Garg, Joint Collector & Additional District Magistrate, Anantapuramu District.
Sri Dhyana Chandra.HM, Joint Collector & Additional District Magistrate, Tirupati
The Collectors & District Magistrates concerned.
The Secretary, UPSC, Dolpur House, New Delhi.
Copy to:
PS to Chief Secretary to Govt.
PS to Prl.Secy to Govt., (Poll)(FAC).
Sf/Sc.

//FORWARDED:: BY ORDER //

Harinath B
SECTION OFFICER (SC)

Issued in March, 2024

DUTIES & RESPONSIBILITIES OF STATE LEVEL OBSERVER

The role of the Examination Observer is to act as the eyes and ears of the Commission and provide the Commission with an independent assessment of the manner in which the examination is actually conducted. The Observer is also expected to provide active/real time feed-back during the course of the examination to the Coordinating Supervisor of the assigned centre and to inform the Coordinating Supervisor of any important developments or irregularities/deficiencies which may come to notice. The responsibility for the actual conduct of the examination at a given centre lies squarely on the shoulders of the Co-ordinating Supervisor and his/her team of Supervisors/Assistant Supervisors, etc. and the Observer has no formal role or responsibility in that sphere. However his/her inputs and advice would be of great value for the Co-ordinating Supervisor as well as the Commission.

2. . Some of the important aspects which the Examination Observer is expected to look into and make checks etc. are as follows:-

(i) To observe the law and order arrangements at various sub-centres of the centres and point out deficiencies, if any. In addition, the observer will ensure that suitable arrangements are in place to prevent entry of mobile phones in the examination premises on the day of examination.

(ii) To visit as many sub-centres as is reasonably possible before the start of the morning session, to observe that opening of packets containing Test Booklets is being done properly in the presence of Supervisor/Assistant Supervisor and some invigilators as prescribed in the Commission's instructions. This observation should be done in such a way as not to cause any disturbance or delay to the process, since starting of the examination on time is of paramount importance.

(iii) To inspect the sub-centres during the time the examination is in progress in each session in order to see that the examination is being conducted smoothly and that there are no attempts to use unfair means and practices. The Observer should wear the badge showing the designation while carrying out inspection.

(iv) To visit as many sub-centres as is reasonably possible on conclusion of the each session, to check:-

(a) Whether the process of packing of used OMR/Answer Sheets is being done properly in the presence of the Supervisor, Assistant Supervisor and some Invigilators (as prescribed in the Hand Book for Supervisors) and;

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(b) Whether the Packing and Despatch Certificates are being prepared as prescribed and duly signed on completion of the packing and despatch of scripts by all concerned functionaries at sub-centres.

(v) To make random checks to see that the packed Post Examination sensitive material has been delivered to the designated Post Office by the Supervisors immediately after each session (Forenoon & Afternoon) and not delayed/detained at any of the venues.

(vi) On conclusion of the examination, the Observer is required to submit a report to the Secretary, UPSC about the conduct of the examination with a general summing up including suggestions, if any, for further improvement in the conduct of the examination. If there is any issue observed in respect of infrastructure and/or functioning of Low Powered Jammers at any Venue, the same may be mentioned with details of Venue i.e. Sub-Centre No., address of the venue etc. This report should reach Secretary, UPSC within a week.

(vii) The Observer is not to access sensitive material/question papers prior to or during the course of the examination; but must check that all security instructions are being adhered to by all examination functionaries.

(viii) **The Observer may contact the Control Room of the Commission for any clarification etc. Contact details of UPSC Control Room are as follows:-**

Telephone Nos.:- 011-23383052/23382627/
23381131/23381132/23382703/23386315

Fax Nos.:- 011-23384472/23387840, 23385223

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